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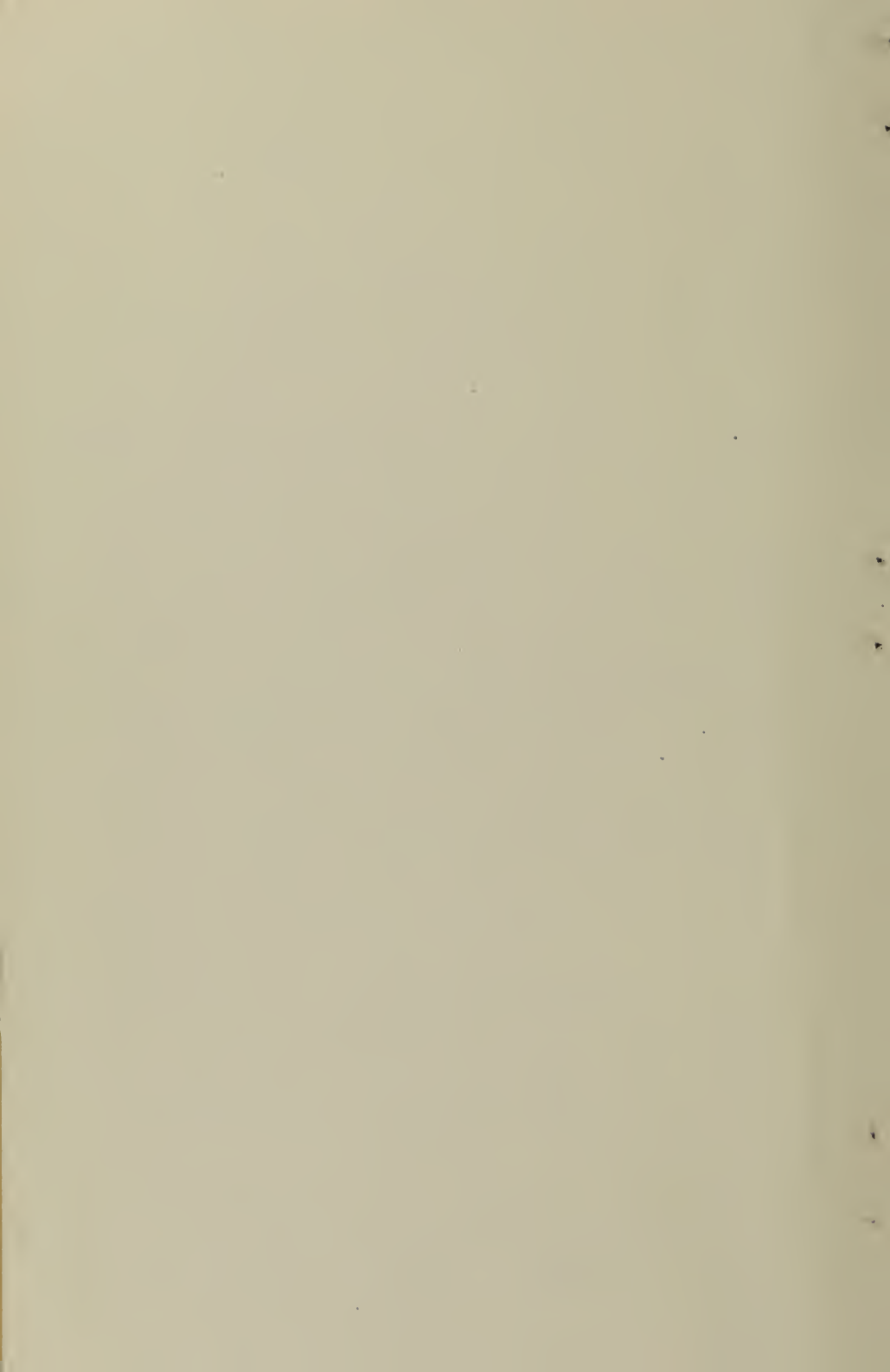
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1858

MASSACHUSETTS. BY-LAWS OF THE STATE LUNATIC
HOSPITAL.

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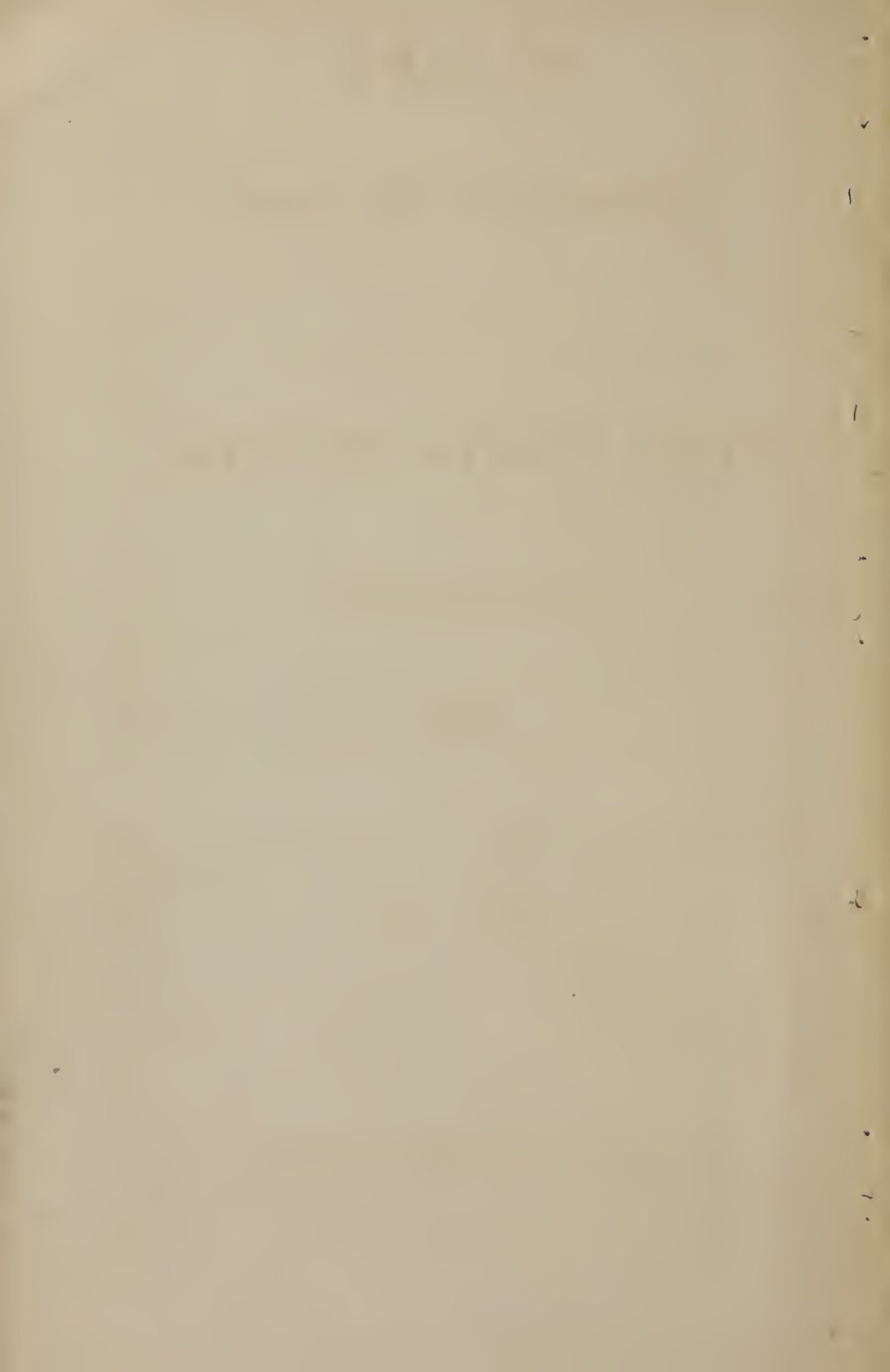




24 1892



Mr. J. Van Allen, St. Louis, Mo.
The 24th April 1892



BY-LAWS

ESTABLISHED BY THE TRUSTEES

OF THE

Mass. Institute
STATE LUNATIC HOSPITAL,

IN WORCESTER.

1857.

BOSTON :
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B Y - L A W S

ESTABLISHED BY THE TRUSTEES OF THE STATE
LUNATIC HOSPITAL IN WORCESTER.

CHAPTER. I.

Organization and Meetings of the Board of Trustees.

SECT. 1. The Board of Trustees shall be organized as soon as may be, after the annual appointment of the members, at a meeting to be called by the Trustee who is first named in the commission of the Governor, at which meeting one of the Trustees shall be appointed Chairman, and another, Secretary of the Board. In case of the death, sickness, or absence of the Chairman, such other Trustee as may be first named in the commission of the Governor, shall perform the duties of Chairman until the Board, at its next following meeting, shall make an appointment.

SECT. 2. The Chairman shall call meetings of the Board as often as he may deem the same expedient, or whenever he shall be requested to do so by any two Trustees. He shall preside at all meetings, shall prepare the Annual Report required to be laid before the Governor and Council, and shall be the organ of the Board in receiving and preparing all official communications in relation to its concerns.

SECT. 3. The Secretary shall keep a record of the proceedings of the Board, and shall prepare, or cause to be prepared, all documents, statements, and notices, which may be directed by the Board or by the Chairman. Whenever directed by the Board or Chairman, he shall give notice, in writing, to each Trustee, of the time and place appointed for a proposed meeting of the Board. He shall promptly communicate to the Treasurer all the proceedings of the Board in relation to the settlement of accounts with patients, and the financial concerns of the institution. To assist him in the performance of his duties, he shall be authorized to employ the Clerk residing at the Hospital.

SECT. 4. The monthly, semi-annual, and annual visitations of the Hospital shall be made, so far as may be, in connection with the meetings of the Board ; and, otherwise, in conformity to such arrangement as the Board may, from time to time, adopt.

SECT. 5. The annual meeting of the Board shall always be held in the month of September, for the purpose of receiving the Annual Report of the Superintendent, and also of receiving and auditing the Annual Report of the Treasurer, and of considering and adopting the Annual Report of the Board, as prepared by the chairman, in order that the same may be seasonably forwarded to the office of the Secretary of the Commonwealth.

SECT. 6. The Treasurer's Report shall contain a statement of all receipts and expenditures for the year ending the last day of August in each year ; and all bills for board and expenses of patients shall be payable to the Treasurer on the first days of December, March, June and September, in each year.

CHAPTER II.

Officers of the Hospital, Tenure of Office, and Salaries.

SECT. 1. For conducting efficiently and economically the business of the institution, the following officers shall be appointed by the Trustees, viz.: a Superintendent, a Treasurer, one Assistant-Physician, a Steward, a Matron, and a Chaplain.

SECT. 2. The several officers appointed by the Board shall hold their offices during the pleasure of the Board, and shall not resign their offices without giving to the Board at least six months' notice of their intention so to do.

SECT. 3. The salaries of the officers shall be established as follows, viz.:—

The Superintendent shall receive the sum of eighteen hundred dollars per annum, and shall be provided with furnished apartments, and also board and fuel for himself and family, together with the services of one female domestic, and horse-keeping for one horse.

The Treasurer shall receive the sum of six hundred dollars per annum.

The Assistant-Physician shall receive the sum of five hundred dollars for the first year, six hundred dollars for the second year, seven hundred dollars for the third year, and nine hundred dollars for the fourth and each succeeding year, together with board and fuel, and the use of a furnished apartment. The Steward and Matron shall

receive jointly the sum of seven hundred dollars per annum, together with board and fuel, and the use of furnished apartments.

The Chaplain shall receive the sum of six hundred dollars per annum, together with board and fuel, and the use of a furnished apartment.

CHAPTER III.

Duty of Superintendent.

SECT. 1. The Superintendent shall be a physician, and shall constantly reside at the Hospital.

SECT. 2. He shall have the superintendence of the Hospital, and of all the buildings and grounds connected therewith, the oversight and charge of the patients, and the general direction of all the concerns of the institution, subject to such regulations as may be, from time to time, established by the Trustees.

SECT. 3. He shall visit all the patients personally, or learn their condition daily, and as much oftener as may be necessary, and shall direct such medical, moral, and physical treatment as may be best adapted to their relief, giving the fairest trial to kind and moral management.

SECT. 4. He shall cause to be kept, a record showing the name, age, and residence of each patient, the time when received and removed, whether cured or relieved, whether cloped or dead, and if dead, from what cause.

SECT. 5. He shall receive and answer all communications relating to the concerns of the institution, and shall cause a record of his correspondence to be regularly kept.

SECT. 6. Under the general direction of the Trustees, he shall, from time to time, appoint such persons as he may deem qualified to perform the duties of Clerk and Apothecary, Supervisors of Departments, Overseers of the Laundry, Bakery, and Workshops, Watchmen, Farmer, and also all necessary attendants, in the galleries, laundry, bakery, kitchen, workshops, and on the farm, and shall contract with them to perform the services required of them by the by-laws, on such conditions and at such rate of weekly or monthly wages as he shall deem expedient.

He shall see constantly that all persons thus appointed by him, and also all subordinate officers appointed by the Board, perform faithfully the duties required of them, and from time to time, he shall give them such instructions as he may deem necessary to secure the exact and thorough performance of their respective duties.

He shall be authorized to discharge from service any of the persons thus appointed by him, upon their request, or whenever he shall cease to be satisfied in respect to the performance of their duties.

SECT. 7. At each monthly visit of the Trustees, he shall exhibit all the records, and in a verbal or written report shall make known the state of the institution, specifying the cases of patients received or removed during the month, and accompanying the same with such suggestions and remarks as he may deem useful.

SECT. 8. At the annual meeting of the Trustees, he shall submit a report in writing, upon such topics as may have been suggested by the progress of the institution and the experience of the year, including therein a tabular statement comprising all important particulars from the records.

CHAPTER IV.

Duty of Treasurer.

SECT. 1. The Treasurer shall give bonds for the faithful performance of his duties, in the sum of fifteen thousand dollars, with such sureties as shall be approved by the Trustees.

SECT. 2. He shall receive, hold, and disburse all the moneys which may be granted by the legislature or obtained from other sources for the use of the Hospital; and once in each year, and oftener if required by the Trustees, he shall exhibit an account of his receipts and expenditures, with all the vouchers therefor, for the examination of the Board.

CHAPTER V.

Duty of the Assistant-Physician.

SECT. 1. The Assistant-Physician shall always be a physician, and shall constantly reside at the Hospital. He shall exercise a general supervision of all the patients, under the direction of the Superintendent.

SECT. 2. The Assistant-Physician shall visit all the patients in his department daily, and oftener if necessary; carefully observe their condition, wants and treatment, and see that they have food, medicine, exercise, amusements, clothing and bedding, suitable for them; exert what moral influence he can with them, and endeavor in every way to promote their comfort and recovery.

SECT. 3. He shall see that the subordinate officers and attendants

are faithful and kind, attentive to the wants of the patients, and vigilant in the discharge of all their duties; and he shall enter in a book kept for the purpose, all instances of neglect of duty observed by him, or of which he may receive information, which shall be immediately reported to the Superintendent.

SECT. 4. For the due performance of the duties enjoined in the foregoing sections, he shall spend much time in his department, shall be in constant communication with the Supervisors, Overseers, and Attendants, and shall carry out the plans and instructions of the Superintendent in the best manner he is able.

SECT. 5. He shall report to the Superintendent daily, the general condition of his department, and the particular state of such patients as may be sick or greatly excited, requiring restraint or seclusion.

SECT. 6. He shall attend to the warmth, cleanliness, ventilation, and good order of his department, and superintend the use of the bath.

SECT. 7. He shall keep records of the cases of all the patients, describing the symptoms, the changes that may occur, from time to time, the mode of treatment, and all the peculiar circumstances connected therewith.

SECT. 8. He shall attend to visitors when necessary, and shall always be ready to perform whatever services may be required of him by the Superintendent.

CHAPTER VI.

Duty of Steward.

SECT. 1. The Steward, under the direction of the Superintendent, shall purchase furniture, fuel, stores, stock for the workshops, implements and cattle for the farm, and all other necessary articles, and shall be responsible for the economical use of the same.

SECT. 2. He shall keep clear and methodical, and exact accounts of all receipts and expenditures, and of charges against patients, and shall submit the same, together with proper vouchers therefor, to the Treasurer, at least once in three months, and as much oftener as the Treasurer shall require.

SECT. 3. Under the direction of the Superintendent, he shall attend to engaging and discharging the subordinate officers and attendants, and to the settlement of their wages, for which latter purpose he shall keep regular accounts with them.

SECT. 4. He shall constantly observe the conduct of the subordinate officers and attendants, and see that in all respects they do their

duty, and forthwith report to the Superintendent any instance of misconduct or negligence on their part, which he may observe, or of which he may be informed.

SECT. 5. He shall attend particularly to the business of the laundry, bakery, workshops, and farm; shall see to the cleansing of the sewers as often as may be necessary, and that the grounds, yards and roads, the aqueduct, laundry, bakery, workshops, barns, and other out-buildings, and also the chapel and hall, are always kept in good order, in conformity to such directions as he may receive from the Superintendent.

SECT. 6. He shall perform all services that may be required of him in maintaining the police of the establishment; shall see to the opening and closing of the house, and that the attendants rise and commence business immediately after the ringing of the bell, and that they retire in proper season at night; that the bell is rung at proper times, and that the fires are regularly kindled and extinguished. He shall go in search of elopers; shall observe the conduct of inmates at the religious and other meetings; and when in the wings, shall exert all the good influences he can to promote the comfort and recovery of the patients.

SECT. 7. He shall receive visitors, give them all suitable information, and accompany them personally to such parts of the buildings and grounds as, by the permission of the Superintendent, are open for examination.

SECT. 8. He shall be at all times ready to perform whatever extraordinary services shall be required of him by the Superintendent.

CHAPTER VII.

Duty of Matron.

SECT. 1. The Matron shall have the general direction of the domestic concerns of the Hospital.

SECT. 2. She shall attend to the cleanliness and good order of the apartments, have care of the cooking, sewing, clothing, and bedding, and, in connection with the Steward, shall take the general direction of the washing, ironing, and baking.

SECT. 3. She shall see that all the female attendants are faithful and diligent in the discharge of their duties, kind and pleasant to patients wherever they meet them, discreet and regular in their deportment, and that they observe all the regulations of the Hospital.

SECT. 4. She shall be in the way of seeing the patients frequently,

and shall be careful always to exert a good moral influence on them and the attendants, and shall spare no effort to promote the comfort and good order of the household.

SECT. 5. She shall be at all times ready to perform whatever extraordinary services shall be required of her by the Superintendent.

CHAPTER VIII.

Duty of Chaplain.

SECT. 1. The Chaplain shall conduct religious worship in the chapel on the Sabbath, as well as on such other days as may be set apart for religious observance by the authorities of the Commonwealth.

SECT. 2. He shall also attend daily devotional exercises in the chapel, and, whenever he may be requested, shall officiate at funerals.

SECT. 3. He shall perform all such other services relating to moral and religious instruction, as may be authorized and requested by the Superintendent.

CHAPTER IX.

Duty of Clerk and Apothecary.

SECT. 1. The Clerk and Apothecary shall keep the records of the Hospital under the direction of the Superintendent; he shall copy, seal and direct letters, make copies of all documents, and other papers, post the books of the Steward, keep the weather table, and perform all other clerical services which may be required by the Superintendent or by the Secretary of the Board of Trustees.

SECT. 2. He shall also prepare and put up the medicines prescribed by the Superintendent and Assistant-Physician.

SECT. 3. He shall keep the office in order, wait upon visitors, and perform whatever other services shall be required of him by the Superintendent.

CHAPTER X.

Duties of the Supervisors.

SECT. 1. The Supervisors of the respective departments are responsible in a great measure for the order and discipline of the institution.

It is their duty to see that the rules of the Hospital are carried out in every particular, and that every patient is treated with uniform kindness and attention.

SECT. 2. They will administer all medicines prescribed by the Superintendent or Assistant-Physician, and see that their orders are most strictly observed.

SECT. 3. They will pass all their time in the wards of their respective departments and assist the attendants in their efforts to amuse, interest and employ the patients under their care.

SECT. 4. They must prevent in every possible way, any disturbance, noise or confusion among the patients.

SECT. 5. They must report at once all irregularities in the conduct of the attendants, or neglect in the performance of duties, that may come under their notice.

SECT. 6. They will act as mediums or messengers between the attendants and the office, receiving and transmitting all messages and requests between the same.

SECT. 7. They should report to the Superintendent, each day before the regular visit of the Superintendent and Assistant-Physician, the general condition of the patients.

SECT. 8. They must have the general charge and supervision of the clothing of patients, and of the beds and furniture in the wards.

SECT. 9. They shall have the general charge and direction of the sick, and must know that orders of the Superintendent and Assistant-Physician are faithfully executed.

SECT. 10. They shall in every possible way promote the general interests of the Hospital and be at all times in readiness to perform any service required by the Superintendent.

CHAPTER XI.

Duty of Attendants.

SECT. 1. *Treatment of Patients.*—In all their intercourse with the patients, the Attendants shall treat them with marked respect and civility. They shall be kind and gentle in their manner, and avoid violence of every kind. They must answer, as well as they can, every civil question, and attend at once to every reasonable request. They must be quiet and calm under every provocation, and never scold, threaten, or reeminate; and whenever they desire any thing done by a patient, they must request it in a respectful and becoming manner.

SECT. 2. In the care of the insane, sympathy, tact and kindness, should always take the place of force and authority. But if unfortunately force must at any time be resorted to, the manner of its employment should take away its offensiveness.

SECT. 3. A cheerful look, a kind manner, a respectful demeanor, and sympathizing language, will do much towards quieting the most excited patient.

SECT. 4. The opposition patients make, often arises from delusions that lead them to believe they are to be injured in person, property, or character, so that every attempt to control them, to administer food, medicine, or baths, or to do any thing for them, should be done in the most quiet and kind manner.

SECT. 5. Angry looks, cross words, violent actions, will destroy the patient's confidence, and if submitted to such treatment in the commencement of his disease, will destroy all hope of recovery and cause years of suffering to the patient, and anxiety to the friends.

SECT. 6. *Morning Duties.*—The Attendants shall rise in the morning at the ringing of the bell, and at once commence the labors of the day. On opening the doors of the patients' sleeping rooms, they shall greet the patients with expressions of kindness, see that they arise from bed, are neatly dressed, properly washed, and have their hair and clothes well brushed in time for breakfast at the prescribed hour.

SECT. 7. Immediately after the patients have arisen from bed, the Attendants shall remove the chamber vessels, spread open the beds for airing, see that the soiled beds and bedding are removed, and put the rooms in good order.

SECT. 8. The Attendants shall keep the patients' rooms, and every part of the wards, perfectly neat and clean at all times. "Nothing is clean enough if it can be made cleaner." This rule must be most scrupulously observed.

SECT. 9. Whenever any unpleasant odor is discovered, the cause is to be ascertained and removed at all times, day or night.

SECT. 10. Whenever any room, or any part of the ward, or any furniture is soiled, it must be cleaned immediately.

SECT. 11. Whenever any bed, or furniture has been disarranged, it must be put in order promptly and cheerfully.

SECT. 12. The halls, sleeping rooms, parlors, staircases and closets must be swept and brushed as many times each day as may be necessary to keep them perfectly clean.

SECT. 13. The windows, doors and standing work of the halls must be scrubbed as often as may be required.

SECT. 14. The urinals and water closets must be thoroughly watched and frequently rinsed with hot water.

SECT. 15. Bedding if wet only, must be cleansed by pouring hot water through the soiled part, and carefully dried before using.

SECT. 16. Clean linen must be put on each bed once in every week, and oftener if necessary. Spreads are to be sent to the laundry when soiled.

SECT. 17. If old or feeble patients wish to lie down during the day, they will go to their own room for that purpose; and the Attendant must assist them if necessary. When they leave their beds the Attendants will see that they are put in order, and if soiled, that they are cleansed and dried.

SECT. 18. *Meals*.—The Attendants shall cause the tables to be properly laid. They shall see that the furniture of the tables is always neat and clean. And so far as they can, shall make the tables appear cheerful and inviting. The Attendants must always be present at the tables, to prepare and distribute food to such patients as are not able to do it for themselves, and shall see that each one is well served. They shall be careful that no knife, fork or other article is taken from the tables and carried from the dining-rooms by any patient.

SECT. 19. Patients who take their meals in their own rooms, or at a table in the ward, must be carefully served, and the Attendants must see that their food is brought to them warm and in good order. If necessary, one Attendant must remain by them while they are eating.

SECT. 20. Patients are never to be forced to take food, but by the express order, and in the presence of, the Superintendent or Assistant-Physician.

SECT. 21. The conduct of the table shall always be decorous. And for any deviation from the rules of propriety, the Attendant in charge must be held mainly responsible.

SECT. 22. *Baths*.—Every patient must take a warm bath once in a week, unless otherwise directed by the Superintendent or Assistant-Physician.

SECT. 23. The temperature of the bath may be such as is most agreeable to the patient.

SECT. 24. Those who desire to bathe daily must be gratified in this respect, and assisted by the Attendants.

SECT. 25. All hot baths, foot baths, sponge baths and shower baths, directed by the Superintendent or Assistant-Physician, must be scrupulously administered by the Attendant in charge.

SECT. 26. In bathing of patients, the rules of delicacy must be most strictly observed in all cases.

SECT. 27. *Shaving.*—The shaving of patients must be done by the Attendant in each ward at regular intervals, and patients who desire to shave more frequently must be gratified.

SECT. 28. Great care must be taken that no injury is done at the time of shaving. No patient must be allowed to use a razor unless permission has been given by the Superintendent.

SECT. 29. When such permission has been granted, an Attendant must always be present.

SECT. 30. When an Attendant is engaged in shaving a patient, no other patient should be near.

SECT. 31. The shaving must always be neatly and quickly performed. The patient must not be sent from the chair until his face is smooth, clean and dry, and his hair and whiskers properly trimmed and brushed.

SECT. 32. *Patients at work on the Farm.*—Whenever it is thought advisable for patients to work on the farm or in the gardens, some general order to that effect will be given to the Farmer or some other responsible person, and no patient is ever to be taken from the wards and put to labor unless some such order respecting the patient has been given.

SECT. 33. The Farmer or Attendant at work with such patients will be held strictly responsible for their safe keeping until they are returned to the proper ward.

SECT. 34. All farmers, mechanics and attendants are expected to work with the patients, and when thus employed will avoid every appearance of driving or superintending instead of working with and assisting them.

SECT. 35. *Retiring at Night.*—Patients must not retire for the night before 8 o'clock P. M., without permission from the Assistant-Physician, except in cases of sickness and fatigue.

SECT. 36. All those who do not attend chapel service at 8½ o'clock must retire at that time, unless special permission has been given to the contrary.

SECT. 37. After returning from the chapel patients may retire in every part of the house.

SECT. 38. At 9½ o'clock all patients, attendants, and other persons employed must be in their rooms, and no light is to be kept burning unless in case of sickness, always excepting the one light in each ward to be in readiness in case of accident.

SECT. 39. Before closing the door for the night the Attendant

should cheerfully bid the patient a "good night" and be sure that the patient is comfortably in bed. The door is then to be carefully locked.

SECT. 40. No patient's door is ever to be left unlocked without permission from the Superintendent or Assistant-Physician.

SECT. 41. *Discipline.*—No patient is ever to be placed in his room in the daytime, until he is actually unsafe and after all other means of control have failed. If placed in his room his case is to be reported at once. Under no circumstances whatever must it be done rashly or inconsiderately. When secluded in their own rooms they must be frequently observed, and reported if occupied in defacing the walls, injuring furniture, destroying clothing, or any unseemly act.

SECT. 42. No means of restraint is ever to be placed on a patient except by the express order of the Superintendent, and in his presence.

SECT. 43. *Escapes.*—Whenever a patient is missing he is to be reported at once, and all proper means taken to recover him under the direction of the Superintendent or Assistant-Physician.

SECT. 44. *Prohibited Articles.*—Patients are not to have possession of any knife, razor or any other dangerous weapon, and whenever any one is suspected of having any thing of the kind a careful search is to be made for it until it is discovered.

SECT. 45. Patients are not to be supplied with tobacco, cigars, or any stimulating beverage.

SECT. 46. All letters, packages, &c., must pass through the office, and be inspected by the Superintendent or Assistant-Physician.

CHAPTER XII.

Duties of House Clerk.

SECT. 1. It shall be the duty of the House Clerk to receive and mark neatly and legibly, all clothing brought with patients when they enter the hospital. She shall enter in a book kept for the purpose, the name and number of every article, and also take charge of any jewelry, knives, scissors, razors, &c., and all money and papers, and be responsible for their safe keeping until permission is given by the Superintendent for their delivery to the patient.

SECT. 2. She shall also mark and register all clothing provided for patients during their stay in the hospital.

SECT. 3. She shall at all times be ready to assist the female patients in altering and repairing any article of clothing, and in every way make herself generally useful.

SECT. 4. She shall observe all the regulations of the hospital, and be ready at all times to perform any service required by the Superintendent.

CHAPTER XIII.

Duty of the Baker.

SECT. 1. The Baker, under the direction of the Steward and Matron, shall prepare bread, pastry, and other articles pertaining to his department of cooking, and shall supply the kitchen with such quantity as may be required.

SECT. 2. He shall take care of all supplies furnished him for use, and shall be held responsible for the judicious and economical use of them.

SECT. 3. He shall take charge of the house and furniture, and always see personally to the fires and lights, and to the opening and shutting of the house.

SECT. 4. He shall observe all the regulations of the Hospital, and see that they are observed by all persons employed in the bakery, and shall immediately report every instance of remissness or neglect of duty, to the Steward.

SECT. 5. He shall be ready at all times to perform any service which may be required of him by the Superintendent.

CHAPTER XIV.

Duty of Farmer.

SECT. 1. The Farmer, under the direction of the Steward, shall take care of the stock, barn, stables, and piggeries, shall see to the careful use and safe keeping of all implements of labor, and to the feeding and proper treatment of all the animals; and he shall have charge of the teams and of all the work done upon the farm.

SECT. 2. He shall be ready at all times to perform any service which may be required of him by the Superintendent.

CHAPTER XV.

Duty of the Engineer and Fireman.

SECT. 1. It shall be the duty of the Engineer and Fireman to attend to, and take care of the steam apparatus for warming and

ventilating the hospital. He will also supply steam for cooking, bathing and laundry purposes, and also for the stables whenever needed.

SECT. 2. He must attend the force pumps, and see that they are kept in working order, and shall keep them in action so much of the time as may be necessary.

SECT. 3. He must attend to the generation of steam so carefully as to be able to adapt it to all the variations of the temperature.

SECT. 4. He must keep his department in a perfectly neat and orderly manner.

SECT. 5. He will not permit any company or visitor in his department without permission from the Superintendent.

CHAPTER XVI.

Duty of the Overseer of the Kitchen.

SECT. 1. The Overseer of the Kitchen shall have the general charge of all the cooking, under the direction of the Steward and Matron. He shall take care of supplies for the kitchen, and prepare food for the household as may be directed.

SECT. 2. He shall see to the proper distribution and delivery of food to the various wards, and shall be responsible for the cooking of the same.

SECT. 3. He shall personally take care of the fires and lights and see that his department is properly closed for the night.

SECT. 4. He shall be mainly responsible for the conduct of such help as he may require in the performance of his duties.

SECT. 5. He shall at all times be ready to perform any service required of him by the Superintendent.

CHAPTER XVII.

Duty of the Laundress.

SECT. 1. The Laundress, under the direction of the Steward and Matron, shall have the general charge of the laundry. She shall on specified days collect the clothes and soiled linen from the place of their deposit and cause them to be properly washed and ironed and returned to the wards to which they belong.

SECT. 2. The soiled clothes and bed linen belonging in the centre building, shall on specified days, be taken from the rooms to which

they belong, and after washing and ironing in a neat manner shall be returned to the rooms from which they were taken.

SECT. 3. She shall take care of the laundry and its fixtures, keep them in good order, attend personally to the fires and lights, and secure the apartments at night.

SECT. 4. She shall observe all the regulations of the hospital and see that they are observed by those employed in the laundry.

SECT. 5. She will not permit any visitor or any company in the laundry, without permission from the Superintendent, Steward, or Matron.

CHAPTER XVIII.

Duties of the Watch.

SECT. 1. The Watchman will visit the office at half past nine o'clock in the evening to receive his instructions for the night, and immediately commence his duties.

SECT. 2. He shall be constantly awake, faithful, and vigilant. He shall visit each ward in the male department at least every hour during the night. He must avoid any noise, never converse in a loud tone with any one, and open and shut all doors as quietly as possible.

SECT. 3. In treatment of patients he must observe the same rules as the attendants.

SECT. 4. He must always attend to any want expressed by a patient.

SECT. 5. He must notice any unusual noise in a patient's room and ascertain the cause, and if necessary, give notice to the attendant.

SECT. 6. He must give especial attention to the sick, and faithfully execute every order respecting them.

SECT. 7. He must be scrupulously watchful in regard to fire, and if one occurs, must at once give notice to the Superintendent, but in no case make an alarm.

SECT. 8. He must be on service twelve hours of each day.

SECT. 9. He will at all times be in readiness to perform any service required by the Superintendent.

CHAPTER XIX.

Duties of the Watchwoman.

SECT. 1. The Watchwoman will have charge of the female wards during the night, and be governed by the rules laid down for the watchman.

CHAPTER XX.

Duty of Overseers of Workshops.

SECT. 1. The Overseers of Workshops, under the direction of the Steward, shall take care of all stock supplied to them, and see that it is economically used and properly manufactured by the patients under their charge; and they shall keep regular accounts of all stock received and all articles manufactured, sold, or otherwise disposed of.

SECT. 2. They shall exercise a judicious and prudent oversight of all patients under their charge, and shall see them returned to the wards, or placed in the care of their respective attendants, when their labor is done.

SECT. 3. They shall take care of the apartments, and of all stock, tools, and fire therein; shall see to the fires and lights, and that they are properly closed at night.

SECT. 4. They shall be ready at all times to perform any service which may be required of them by the Superintendent.

CHAPTER XXI.

Attendance upon Religious Service.

SECT. 1. All persons employed in the Hospital, who are well and can be spared from their duties in the house or in the wards, shall attend evening prayers, and the religious services on the Sabbath, both morning and evening, unless leave of absence be specially granted.

SECT. 2. Officers and attendants shall take especial care that their demeanor during the services shall be strictly becoming and worthy of imitation; and it shall be considered a noticeable breach of duty, for any one to sleep habitually while present in the chapel.

SECT. 3. The attendance of patients in the chapel shall be under the direction of the Superintendent; and all the arrangements which he may direct concerning them, shall be faithfully carried into effect by the other officers and the attendants.

CHAPTER XXII.

Duty of the Yard Attendant.

SECT. 1. Under the direction of the Steward, he shall take care of the yards and cellars. He shall keep all the walks, avenues, and

courts perfectly clean and neat. He shall remove all rubbish and filth, collect and take off whatever may be thrown from the windows of the wards.

SECT. 2. He shall keep the cellars and attics well swept and whitewashed, and shall remove the dust from the dust holes as often as may be necessary.

SECT. 3. He shall remove all the soiled straw beds, and at the request of the Supervisors shall return fresh and clean ones.

SECT. 4. He shall see that the doors and gates of his department are secured for the night, and shall be ready at all times to perform any service required by the Superintendent.

CHAPTER XXIII.

Duties of Coachman.

SECT. 1. He shall take care of all carriages, horses, harnesses, &c., and see that they are at all times in good order and ready for use.

SECT. 2. He shall drive out with the patients at such times as may be directed by the Superintendent, and shall be careful that no accident occurs, and shall also see that the patients conduct themselves in a becoming manner.

SECT. 3. He shall never stop at any house, shop or store, or do any errands, or carry any messages or packages, without express direction from the Superintendent.

SECT. 4. He will at once report any impropriety that occurs during the ride.

SECT. 5. He will hold himself in readiness to perform any service required by the Superintendent.

CHAPTER XXIV.

Miscellaneous Regulations.

SECT. 1. No officer or attendant, while connected with the Hospital, shall at any time make use of distilled spirits or intoxicating liquor of any kind, at home or abroad; nor shall any one of them make use of tobacco, or smoke a cigar or pipe about the premises.

SECT. 2. No company shall be admitted into the wards occupied by the patients, except by express permission of the Superintendent. All other parts of the Hospital may be exhibited by the Assistant-Physician and the Steward or Matron, at such times and under such restrictions as the Superintendent shall direct.

SECT. 3. The Attendants shall always keep themselves well dressed, in neat and clean apparel.

SECT. 4. All persons employed at the Hospital, shall avoid the use of profane, obscene, or vulgar language, treat each other with uniform civility, never indulge in loud talking or laughing, nor play at any game together, without the permission of the Superintendent. In all respects they shall exhibit a good example to the patients, and shall be held strictly responsible for the bad influence of their conduct.

SECT. 5. All persons employed at the Hospital shall accustom themselves to speak respectfully of the officers and the institution, and shall inculcate these sentiments in their intercourse with the patients; and they shall sustain and carry into operation all directions and prescriptions for the patients in the most ready and faithful manner.

SECT. 6. All persons who have duty to perform in the Hospital, shall rise in the morning at the ringing of the bell.

SECT. 7. Leave of absence will be granted to all persons employed in the various wards, by the Superintendent, and in his absence by the Assistant-Physician.

SECT. 8. Leave of absence will be granted to all persons employed in the kitchen, laundry, bakery and serving rooms, by the Superintendent, and in his absence, by the Matron.

SECT. 9. Leave of absence will be granted to all persons employed on the farm and in the various workshops, by the Superintendent, and in his absence by the Steward.

SECT. 10. All persons who shall agree to perform service at the Hospital shall be considered as engaged for one year, unless a special contract shall be made for a longer or shorter term; and no person employed at the Hospital shall discontinue service at or after the expiration of the year or term agreed for, without giving to the Steward at least thirty days' notice of an intention so to do.

SECT. 11. It is expected that the attendants will devote their whole time to the interests of the Hospital.

SECT. 12. They will never leave their duties without permission, and whenever leave of absence is given, they will always leave their keys at the office until they return.

SECT. 13. When they go out, they will never carry bundles, letters, or any thing for patients, or do any errand for them without permission from the Superintendent.

SECT. 14. The Attendants must on no account, take any friend or visitor into any of the wards, without permission from the Superintendent.

D I E T T A B L E

FOR THE STATE LUNATIC HOSPITAL.

SUNDAY.

Breakfast—Coffee, bread, butter, hash of fish, and potatoes.*Dinner*—Water, bread, butter, cheese, crackers, and pie.*Supper*—Tea or cocoa, bread, butter, cold meat, and warm potatoes.

MONDAY.

Breakfast—Coffee, bread, butter, cold meat, warm potatoes.*Dinner*—Water, boiled dish, vegetables, pudding.*Supper*—Tea or cocoa, warm biscuit, butter, cheese.

TUESDAY.

Breakfast—Coffee, bread, butter, hash of meat and potatoes.*Dinner*—Water, roast meat, vegetables, bread and butter.*Supper*—Tea or cocoa, bread, butter, cheese, and plain cake.

WEDNESDAY.

Breakfast—Coffee, bread, butter, warm or cold roast meat, warm potatoes.*Dinner*—Water, stewed or baked beans, or stewed peas, vegetables, or fish and vegetables, pudding, bread and butter.*Supper*—Tea or cocoa, bread, butter, cheese, gingerbread.

THURSDAY.

Breakfast—Coffee, bread and butter, steak, fish, or warm beans or peas stewed.*Dinner*—Water, soup with meat and vegetables, and apple pie.*Supper*—Tea or cocoa, bread, butter, pie and cheese, and buns or sugar gingerbread.

FRIDAY.

Breakfast—Coffee, bread, butter, fresh meat, cold or warm potatoes.*Dinner*—Water, bread, butter, boiled dish, vegetables and pudding.*Supper*—Tea or cocoa, warm biscuit, butter and cheese.

SATURDAY.

Breakfast—Coffee, bread, butter, hash of meat and potatoes.

Dinner—Water, fish, salt or fresh, vegetables, boiled rice, bread and butter.

Supper—Tea or coeoa, bread and butter, apple sauce or honey.

The condiments provided, are salt, pepper, mustard and vinegar, for such as desire them.

Toast, griddle-cakes, fried pudding or cakes, to be used once or twice a week, as the kitchen can supply all its boarders equally. Milk is used freely. Apples, in the season of them, are served every day at dinner; other fruits occasionally. The sick have a prescribed diet.

Bread and butter, or gingerbread, may be had for luncheon.

TIME OF BELL RINGING AND MEALS.

| | BELL RINGS. | | BREAKFAST. | SUPPER. |
|--------------------|-------------|-------|------------|---------|
| | A. M. | P. M. | | |
| March 1 to 15..... | 5½ | 4½ | 7 | 5¼ |
| " 15 " 31..... | 5¼ | 4¾ | 6¾ | 5½ |
| April 1 " 15..... | 5 | 5 | 6½ | 5¾ |
| " 15 " 30..... | 4¾ | 5¼ | 6¼ | 6 |
| May 1 " Sept. 1.. | 4½ | 5½ | 6 | 6 |
| Sept. 1 " 15..... | 4¾ | 5¼ | 6¼ | 6 |
| " 15 " 30..... | 5 | 5 | 6½ | 5¾ |
| Oct. 1 " 15..... | 5¼ | 4¾ | 6¾ | 5½ |
| " 15 " 31..... | 5½ | 4½ | 7 | 5¼ |
| Nov. 1 to March 1 | 5¾ | 4¼ | 7 | 5 |

Bell Rings Week Days at.....12 M.

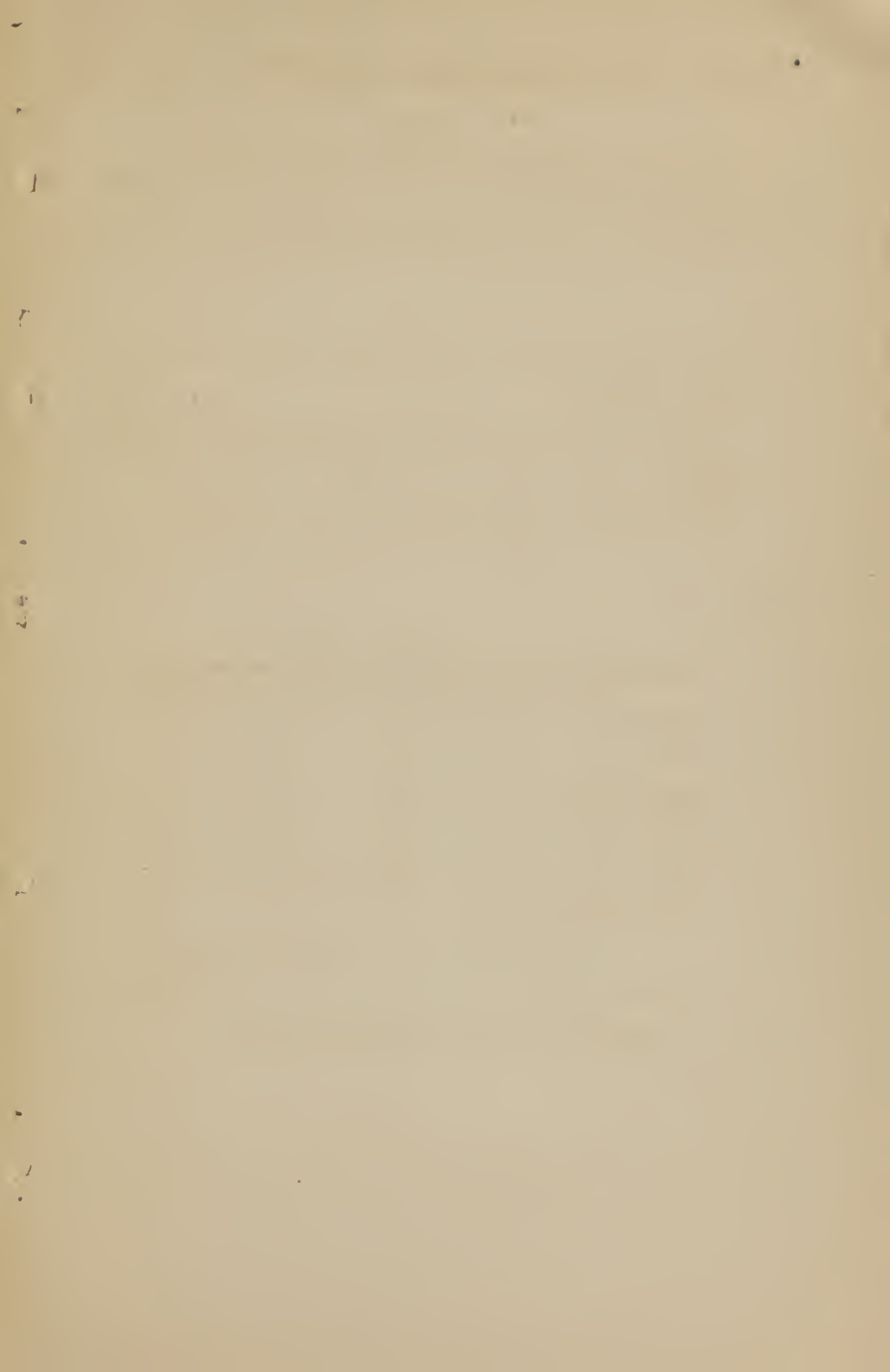
Every Evening at8½

Sundays at.....10.20 A. M. and 2.20 P. M.

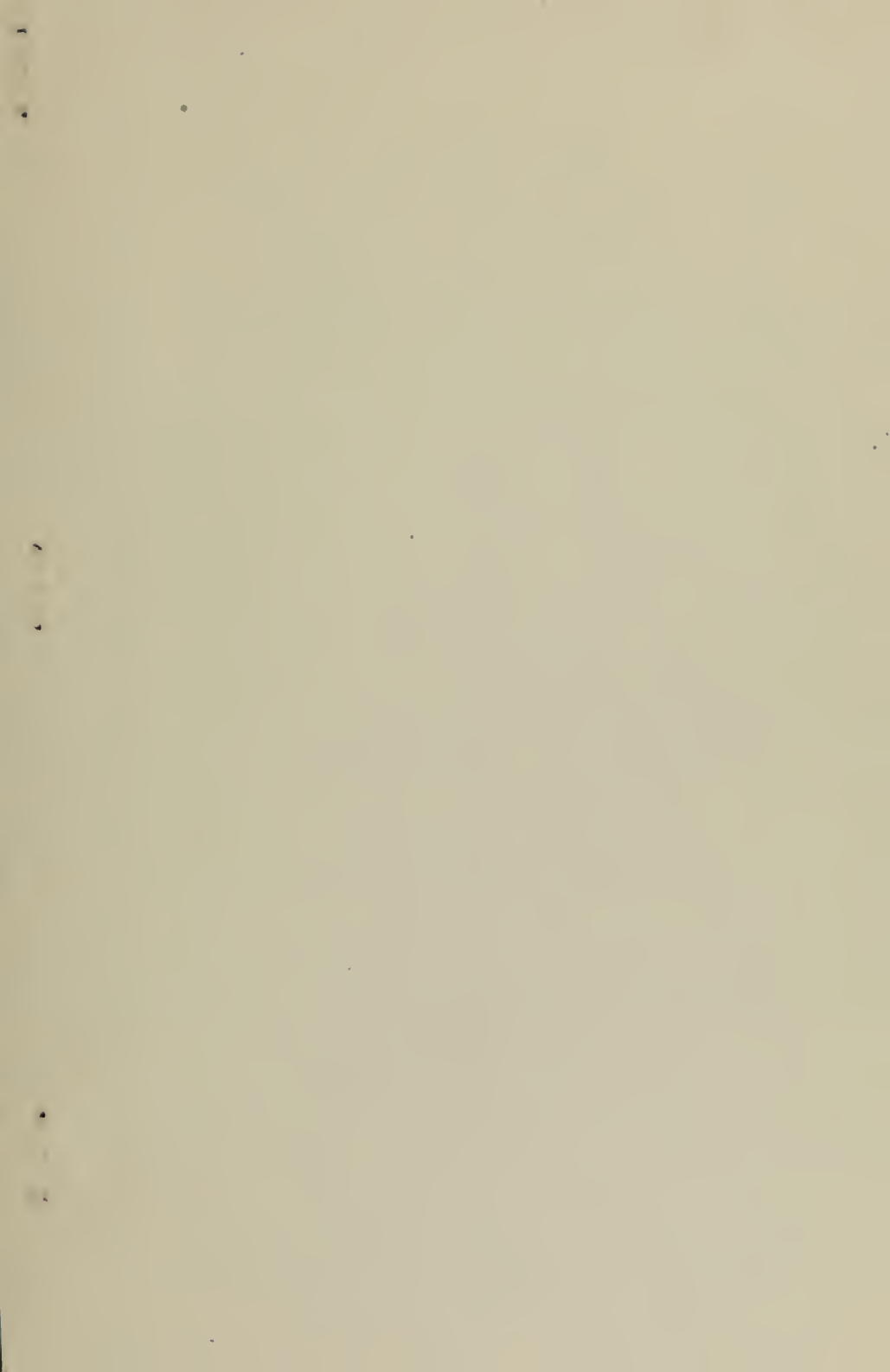
Dinner, Week Days at.....12½ P. M.

" Sundays at.....12 M.

Supper, Sundays half an hour earlier than on Week Days.



Ernest Jarvis





Gaylord

SPEEDY BINDER

Syracuse, N. Y.

Stockton, Calif.

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